

01 OCTOBER 2002

**SUPPORT EQUIPMENT OPERATOR TRAINING AND LICENSING PROGRAM**

From: Maintenance Officer, Helicopter Tactical Wing, U.S.  
Pacific Fleet

To: All HELTACWINGPAC Activities

Subj: LOCAL COMMAND PROCEDURES FOR NAVAL AVIATION MAINTENANCE  
PROGRAM STANDARD OPERATING PROCEDURES (NAMPSOP) (OPNAVINST  
4790.2 Series, VOLUME V, CHAPTER 17)

Ref: (a) OPNAV 4790.2 Series, VOLUME V, CH-17

Encl: (1) Checklist for CHTWP SE License Certification Form  
(2) H-1 Support Equipment Phase I/II Certification Matrix  
(3) H-3 Support Equipment Phase I/II Certification Matrix  
(4) H-46D Support Equipment Phase I/II Certification  
Matrix  
(5) MH-60S Support Equipment Phase I/II Certification  
Matrix

1. Purpose and Scope: The following Support Equipment (SE)  
Operator Training and Licensing Program local procedures provide  
guidance for all Maintenance Departments within COMHELTACWINGPAC  
(CHTWP).

2. Cancellation: COMHELTACWINGPAC local command procedures  
(NAMPSOP) Dated 9AUG01.

3. Responsibilities:

a. The (CHTWP) SE Training and Licensing Program Manager  
shall:

(1) Become familiar with and adhere to his/her  
responsibilities as per reference (a), paragraph 17.2.g.

(2) Per reference (a), coordinate the development and  
annual review of SE Training and Licensing Exams with all CHTWP  
units (HC-3/HC-11/HC-5; PMRF Barking Sands, HI; OMD Whidbey  
Island, WA; OMD Lemoore, CA; and OMD Fallon, NV) SE Program  
Managers via their respective Program Monitors (QA) and the  
CHTWP H-1/H-3/H-46/MH-60 class desk officers.

b. The Squadron Maintenance Officer shall:

(1) Become familiar with and adhere to his/her responsibilities in reference (a), paragraph 17.3.a.

(2) Have the discretion to designate the detachment Maintenance Officers of deployed detachments as Support Equipment Operator Training and Licensing Program Managers. Only the Detachment Maintenance Officer will be allowed to sign USN Aviation SE Operator's Licenses (OPNAV 4790/102) in place of the home guard Maintenance Officer during extended deployment. The SE License, along with Phase I/II Certification paperwork (Part E), will be resubmitted to the respective home guard chain-of-command within 60 days of return to home guard or before first use of the SE for which the license is required, whichever occurs first.

(3) Ensure any "local command procedures" (if required) are developed as per Appendix E of reference (a), and forwarded to CHTWP (Attn: SE Training and Licensing Program Manager) for review and possible Wing-wide applicability.

(4) Screen Certification paperwork using enclosure (1).

c. The Squadron Program Manager (Assistant Maintenance Officer) shall:

(1) Become familiar with and adhere to his/her responsibilities in reference (a), paragraph 17.3.b(1).

(2) Ensure candidates for self-propelled support equipment have completed the requisite Flight line Safety Indoctrination Class or refresher training (if applicable). (For example, HC-5 candidates comply with 36 ABWI 13-201 and possess a current AF Form 483).

(3) Ensure Phase II required reading (for each applicable item of Support Equipment) includes appropriate references listed in enclosures (2) thru (5).

(4) Ensure all civilian personnel who operate SE are licensed per reference (a) and this NAMPSOP.

d. The QA Officer shall:

(1) Become familiar with and adhere to his/her responsibilities in reference (a), paragraph 17.3.c.

(2) Ensure only CHTWP provided exams are used in the qualification process.

(3) Ensure QARs meticulously screen Phase I/Phase II Certification paperwork prior to administering written exams using enclosure (1).

(4) Ensure written test results are recorded in a test log book and the test log identifies the test as "New" or "Renewal"

(5) Ensure all candidates who fail a "New" practical (certification part C) or written exam are notified (the appropriate supervisor should also be notified) that they must receive additional Phase II OJT before being retested.

(6) Ensure all candidates who fail a "Renewal" practical or written exam are notified (the appropriate supervisor should also be notified) that they must complete Phase I and Phase II training over again before being they can take another written exam.

e. The Squadron Program Monitor shall:

(1) Become familiar with and adhere to his/her responsibilities in reference (a), paragraph 17.3.d.

(2) Ensure Phase II SE training written examinations are administered "open book".

f. Division Officers shall:

(1) Become familiar with and adhere to his/her responsibilities in reference (a), paragraph 17.3.e.

(2) While reviewing Phase II SE License Certification Forms for accuracy and completeness. Ensure Part (C) Practical Examination section includes the Examiner's signature, grade and date **(the absence of the date in this section will void the Certification/SE License. CHTWP AMI/MPA's revealed that several such forms were missing dates).**

g. Work Center Supervisors shall:

(1) Become familiar with and adhere to his/her responsibilities in reference (a), paragraph 17.3.f.

h. Licensed personnel shall:

(1) Become familiar with and adhere to his/her responsibilities in reference (a), paragraph 17.3.g.

(2) Notify work center supervisor if your Government or State driver license is revoked and you currently have a yellow license to operate an item of self-propelled SE.

  
E. J. GAWLIK

Distribution:

HC-3

HC-5

HC-11

PMRF Barking Sands, HI

OMD Lemoore, CA

OMD Whidbey Island, WA

OMD Fallon, NV

CNAP AMMTO Leader